



UNITED STATES DISTRICT COURT

District of Minnesota

Richard D. Sletten, Clerk

Warren E. Burger Federal
Building and U.S. Courthouse
316 North Robert Street
Suite 100
St. Paul, MN 55101
(651) 848-1100

U.S. Courthouse
300 South Fourth Street
Suite 202
Minneapolis, MN 55415
(612) 664-5000

Gerald W. Heaney Federal Building and
U.S. Courthouse and Customhouse
515 West First Street
Suite 417
Duluth, MN 55802
(218) 529-3500

U.S. Courthouse
118 South Mill Street
Suite 212
Fergus Falls, MN 56537
(218) 739-5758

INSTRUCTIONS TO APPLY FOR FILING DOCUMENTS CONVENTIONALLY

(see the Civil Electronic Case Filing Procedures for the District of Minnesota)

1. **Leave of Court Required.** A party must seek leave of the court to file a document conventionally if leave is not already so provided by these procedures.
2. **Leave of Court Not Required.** A party may conventionally file the following without seeking leave of the court.
 - a. Items that cannot be converted to electronic form (e.g., video tape, audio tape, etc.).
 - b. The “administrative record” in Social Security, Habeas Corpus and other administrative records from cases (e.g., E.R.I.S.A., Environmental Act, etc.).
 - c. Documents filed under seal pursuant to protective order (see Section IX.D of the Civil Electronic Case Filing Procedures Guide).
 - d. Unredacted documents filed under seal pursuant [Fed. R. Civ. P. 5.2](#) (see Section IX.D of the Civil Electronic Case Filing Procedures Guide).
3. **Obtaining Leave to File Conventionally.** To request permission to file certain documents conventionally:
 - a. Complete and file an “Application to File Certain Documents Conventionally” which is available on the “Court Forms” page of the court’s web site at www.mnd.uscourts.gov.
 - b. The application must be filed in ECF and approved before the filing due date.
 - c. Please complete the form with a detailed description why you are unable to file the documents electronically. The most common reason for filing this application is for voluminous exhibits (see Section X of the Civil Electronic Case Filing Procedures Guide).
 - d. The filer must allow 7 days for the assigned Magistrate Judge to review this request.
 - e. The Magistrate Judge will issue an order granting or denying the application.